



LAMAR UNIVERSITY

A Member of The Texas State University System

F3.2 PERSONNEL ACTION FORM

DEPARTMENT MUST SELECT ONE IF EMPLOYEE IS A STUDENT:

Undergrad Student

Graduate Student

SECTION A

Current Date _____

Type of Action _____ (*Explain in Comment section below & attach documentation.)

Empl ID _____ Prefix _____ 1st Name _____ 2nd Name _____ Last Name _____

SECTION B

Org Name _____ Job Title _____ Posn # _____ Dept Ext _____

Supvr Name _____ Supvr ID _____ Supvr Posn # _____ PO Box _____

| Index | Fund | Org | Account | Program | Activity (HR Use Only) | % of Funding | Amt of Position | Begin Date | End Date |
|-------|------|-----|---------|---------|------------------------|--------------|-----------------|------------|----------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

SECTION C

Job Start Date _____ Job End Date _____

Monthly Salary _____

Contract Period _____

FTE (Only for Faculty, Staff, Grad. Student)

Pay Type

| | |
|---------------------|----------------------|
| Hourly Rate _____ | Total Contract _____ |
| Annual Salary _____ | One Time Pay _____ |

Total Contract/Annual Salary ÷ Contract Period/ Number of Months to be Paid

Partial month payments will be based on the number of regular work days in the month.

SECTION D

Leave _____ Leave Start Date _____ Leave Return Date _____ Type of Leave _____

SECTION E

Separation Codes _____ Last Date Worked _____ Termination Date _____ Reason for Separation _____

SECTION F

| | | |
|--|---|------------------|
| Comments/Notes/Special Instructions _____ | Financial Aid <input type="checkbox"/> Federal | Payroll _____ |
| | <input type="checkbox"/> State | |
| | Amount _____ | |

SECTION G

COMPLETE ON ALL FACULTY SERVING AS INSTRUCTOR OF RECORD
Highest Degree: _____ Tenure Status: _____ Rank: _____

SECTION H

ALL SIGNATURES IN BLUE INK

| | | | |
|--|------------|--------------------------|------------|
| Org Manager _____ | Date _____ | Intl Office _____ | Date _____ |
| Dean/Director _____ | Date _____ | Budget _____ | Date _____ |
| Vice President _____ | Date _____ | Human Resources _____ | Date _____ |
| Financial Aid (For All Student Workers Only) _____ | Date _____ | VP, Finance & Op's _____ | Date _____ |
| Graduate Studies _____ | Date _____ | President _____ | Date _____ |
| | | Payroll _____ | Date _____ |

| HUMAN RESOURCES | |
|---------------------|-------------------------|
| Term Vac Hrs _____ | Death Benefit Hrs _____ |
| FLSA Comp Hrs _____ | Entered By/Date _____ |

| HUMAN RESOURCES (for Student Employees) | |
|---|--------------------|
| Domestic Student _____ | Intl Student _____ |

As as result of this transaction, the employee's total FTE is _____
 Primary Supervisor's Initials: _____
DEADLINES
 Student/Hourly Pay Due the 20th
 Faculty/Staff and all One Time Pays Due the 15th